Tri-Folds!!!

Series of tri-fold pamphlets from the DTMO to assist with common DTS actions.

Authorizing Official Checklist

- Create an Authorization: Traveler Instructions
- Create a DTS Voucher: Instructions for Travelers
- Adjusting or Amending an Authorization with Itinerary and Reservation Changes
- Adjusting or Amending a Voucher with Itinerary and Reservation Changes
- How to Cancel a Trip in DTS
- Create a Local Voucher: Instructions for Travelers